

**Army Nurse Corps
Long Term Health Education and Training Guidelines
for
Active Duty Army Nurse Corps Officers**



Academic Year 2006

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Before You Begin:

This version of the academic year 2006 guidelines is tailored for the *active duty* Army Nurse Corps officer applying for long term health education and training. If you are a civilian Registered Nurse or U.S. Army Reserve Component officer, please refer to the guidelines for the *Civilian and Reserve Component Officer Applicant*.

These guidelines are designed to use in a number of different formats to meet the needs of Army Nurses around the globe. The page numbers to the right on this table of contents serve as a guide if printing this document and using as a hard copy document. Each of the page numbers is also hyperlinked to its corresponding section within the document for viewing electronically.

If you have downloaded this document and are viewing it as a Microsoft Word document, place your mouse over the page you would like to view, hold the control key and simultaneously press the left mouse button. To return to the table of contents without scrolling back to the top of the document use the hyperlink in the footer of this document or, ensure the web toolbar is open on your desktop (Go to “view” then “toolbars” then ensure the “web” button is checked) then click the blue “back” button (arrow pointing to the left). If you have opened this document directly from the web, you should be able to click on each of the page number links without using the control button function mentioned above.

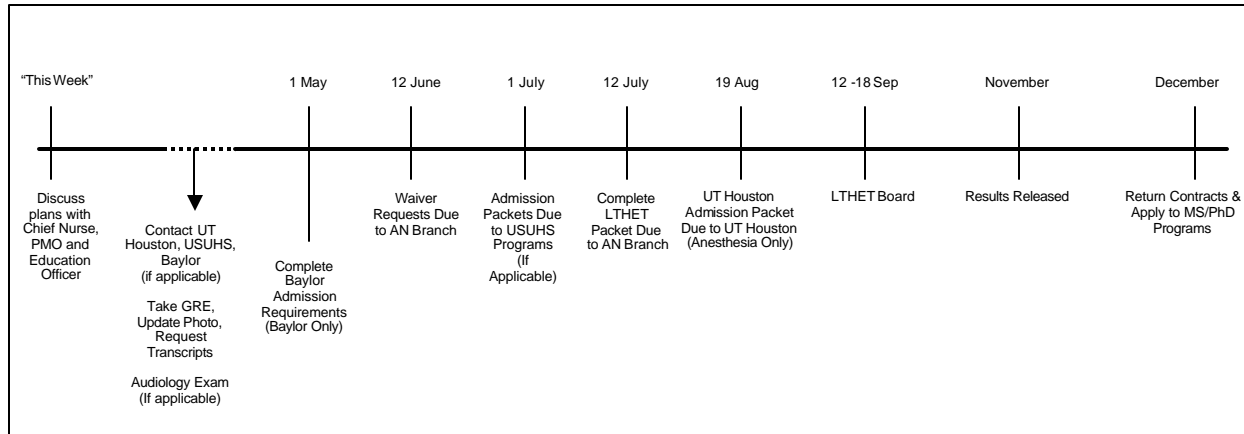
All forms were created in Microsoft Word with text boxes and tables to give you the option of filling in the information and printing directly from these guidelines or to cut and paste into another document as needed.

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Introduction

Congratulations on your plan to apply for long term health education and training. The application process is rigorous and time consuming; it is recommended you start early. Please read the application guidelines carefully as there are some significant changes from last year's guidelines. Use the following timeline as a guide as you complete the application process:



Points of Contact

Prospective applicants are not expected to complete the LTHET application process alone. Use the list of names and addresses below to seek assistance with the process.

Army Nurse Corps Branch Education Management Officer

MAJ Suzanne Richardson
suzanne.richardson@hoffman.army.mil

(703) 325-2398
(DSN): 221-2398
(DSN): 221-2392 Fax

Commander, Human Resources Command
ATTN: AHRC-OPH-AN (ATTN: MAJ Richardson)
Room 9N47
200 Stovall Street
Alexandria, VA 22332-0417

Baylor Healthcare Administration Program

Ms. Rene Pryor
Rene.Pryor@cen.amedd.army.mil

(210) 221-6443
(DSN): 471-6443
(210) 221-6010 Fax

Commander, US AMEDD Center and School
Bldg 2841, ATTN: MCCS-HFB (Rene Pryor)
3151 Scott Road, Building 2841, Suite 1411
Fort Sam Houston, TX 78234-6135

Website: <http://www.cs.amedd.army.mil/baylorhca/>

University of Texas Houston Health Science Center (UTHHSC)

Bill Stewart or Christina Gurnee (Coordinators of admission) (713) 500-2104/05

Admissions Office, Army Nurse Anesthesia Program
The University of Texas at Houston, Health Science Center
7000 Fannin Street, Suite 2250
P.O. Box 20036
Houston, Texas 77225

Website: <http://son.uth.tmc.edu/>

Application: <http://registrar.uth.tmc.edu/admissions/appformslist.htm>

Uniformed Services of the Health Sciences Graduate School of Nursing

Christa Bennett, Program Assistant	(301) 295-9893
Ms. Terry Malavakis, Programs Team Leader	(301) 295-1055
LTC Reynold Mosier, Director, FNP Program	(301) 295-1089
COL Linda Wanzer, Director, Perioperative Nursing Program	(301) 295-1507
LTC Bruce Schoneboom, Director, Nurse Anesthesia Program	(301) 295-1180
Karen Elberson, PhD, Program Director, PhD Program in Nursing Science	(301) 295-1142

Website: <http://cim.usuhs.mil/gsn/>

Areas of Study

A list of specialties that the Army Nurse Corps supports as areas of study along with the length of the program and associated active duty service obligation (ADSO) is provided below. An officer can expect utilization assignments in research, clinical practice, management, education and staff roles following graduation. **The Army Nurse Corps does not fund or support dual degree programs**, except in the area of Community and Public Health Nursing. Applicants selected for Family Nurse Practitioner and Perioperative Nursing programs must attend the Uniformed Services University of the Health Sciences (USUHS). Officers interested in applying for Nursing Administration programs should also apply for the Baylor Healthcare Administration program.

<u>Specialty</u>	<u>Length of Program</u>	<u>ADSO</u>
Critical Care, CNS	21 months	4 years
Emergency/Trauma, CNS	21 months	4 years
Maternal Child, CNS	21 months	4 years
Medical Surgical, CNS	21 months	4 years
Nursing Administration	21 months	4 years
Nursing Informatics	21 months	4 years
Nursing Education	21 months	4 years
Psychiatric, CNS	21 months	4 years
Midwifery	24 months	4 years
Public Health/ Community Health	24 months	4 years
Family Nurse Practitioner	24 months	4 years
Perioperative, CNS	24 months	4 years
Baylor Healthcare Administration	24 months	4 years
Anesthesia Nursing	30 months	4.5 years
Ph.D. Nursing	36 months	5 years
Ph.D. Sciences (CRNAs Only)	48 months	6 years

The Graduate Programs in Anesthesia Nursing

There are two programs in Anesthesia Nursing: the U.S. Army Graduate Program in Anesthesia Nursing (the Army Program) and the Uniformed Services University of the Health Sciences Graduate School of Nursing Nurse Anesthesia Program (the USUHS Program). All applicants must apply to the Army program. If desired, applicants may also apply to the USUHS program. If an applicant applies to both programs, they must rank order their preference in the statement of goals and objectives. The Army Nurse Corps will direct selected candidates to the Army program or the USUHS program as deemed in the best interest of the AMEDD and the applicant.

a. U.S. ARMY GRADUATE PROGRAM IN ANESTHESIA NURSING.

1) The U.S. Army Graduate Program in Anesthesia Nursing is a fully accredited 30-month course leading to a Master of Science in Nursing (MSN) degree from the School of Nursing UTHHSC. The Army program is accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs. Graduates are eligible to take the national Certification Examination for Nurse Anesthetists (CENA).

2) Phase I of the program consists of 51 weeks of classroom instruction at the AMEDDC&S, Fort Sam Houston, Texas. Phase II is 73 weeks in duration and is conducted at select Army Medical Treatment Facilities (MTFs) affiliated with DOD, VA, and private sector hospitals. An MSN is awarded upon successful completion of Phase II and a research manuscript.

b. UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES (USUHS) NURSE ANESTHESIA PROGRAM.

1) The USUHS Program is a fully accredited 30-month course of study leading to a MSN degree. The USUHS Program is fully accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs. Graduates are eligible to take the CENA. The program is open to commissioned officers in the U.S. Army, U.S. Navy, U.S. Air Force, and U.S. Public Health Service.

2) Phase I of the program consists of 52 weeks of classroom instruction at the USUHS campus in Bethesda, Maryland. Phase II consists of 73 weeks of classroom instruction and clinical practice at DOD, Public Health Service, VA, and private sector hospitals throughout the United States. Army students are usually assigned to Walter Reed Army Medical Center, but may be assigned to any of the University's primary clinical training sites. A MSN degree is awarded upon successful completion of phase two and a scholarly research project.

Additional Information for Applicants for the CRNA MSN Completion Option:

BSN-prepared CRNAs who do not possess master's degrees in anesthesia nursing may apply for a limited number of seats in the U.S. Army Graduate Program in Anesthesia Nursing. The applicant must complete the entire Program, Phase I and Phase II in order to be awarded the MSN degree. Documentation establishing the applicant as a Certified Registered Nurse Anesthetist (CRNA) must accompany the application to UTHHSC and AN Branch, Human Resources Command (HRC).

Ph.D. Programs

a. Preparation at the doctoral level is designed to prepare field grade officers to assume research leadership positions that contribute to nursing knowledge. Applicants should have demonstrated potential to conduct research, high quality professional nursing skills, leadership and administrative ability, potential for positions of increased responsibility and authority, activity in professional organizations, writing abilities, and publication in professional journals.

b. Selection of AN officers to attend doctoral programs is based upon positions validated as requiring doctoral preparation, availability of training spaces, and the “best qualified” applicants.

c. The Uniformed Services University of the Health Sciences debuted a Ph.D. in Nursing program in the fall 2003. The DOD funds the USUHS Ph.D. program. Applicants have the option of applying to the USUHS program or pursuing doctoral studies at a civilian institution.

d. The Army Nurse Corps needs nurse anesthetists who are interested in pursuing a Ph.D. in neurophysiology, pharmacology, education and neuroscience. The Uniformed Services University of the Health Sciences has several programs in the basic sciences that specialize in these areas. Information is available at www.usuhs.mil/geo. All CRNAs who are interested in doctoral studies should contact MAJ Richardson to obtain additional information.

The Baylor Program

The Baylor program consists of a 54-week classroom phase conducted at the U.S. Army Medical Department Center and School at Fort Sam Houston, TX followed by a 52-week administrative residency at a military health care institution. Graduates of the program are awarded a Master of Health Administration degree.

The Family Nurse Practitioner Program

All officers wishing to pursue a MSN degree as a Family Nurse Practitioner will attend the USUHS program. The FNP program is a 24-month, full time program. Classes are held at the USUHS campus in Bethesda, MD. Didactic content is reinforced with clinical practice hours performed in both civilian and military agencies with experienced nurse practitioner and physician preceptors. A scholarly research project is required for graduation.

The Perioperative Nursing Program

All officers wishing pursuing a MSN degree with a perioperative nursing focus will attend the USUHS program. The Perioperative Clinical Nurse Specialist program is 24 months of full-time combined didactic and clinical experiences with a minimum of 500 clinical practice hours primarily conducted in military facilities. A scholarly research project is required for graduation.

Tuition

The Army Medical Department Center and School is responsible for paying the tuition for Army Nurse Corps officers assigned to civilian schools to pursue a graduate education. The tuition cap is currently \$3,000 per semester or \$2,250 per quarter. Army Nurse Corps officers are encouraged to attend schools that fall within the cap; however, an officer can attend a higher cost school if he/she sets up an agreement with the school to pay the difference between the tuition cap and balance due. Officers are eligible for an annual allowance for books; however, the allowance usually does not cover the entire amount, so officers should anticipate some out of pocket costs.

The Department of the Army funds Nurse Corps officers attending graduate studies in the Army Anesthesia and Baylor Healthcare Administration Programs. The Department of Defense funds Nurse Corps officers attending USUHS programs. Officers attending these programs do not pay tuition.

All officers attending LTHET will receive all pay and benefits while in school, regardless of the program.

USUHS graduate programs are available to all qualified active duty Army Nurse Corps officers. There are no tuition fees charged to students that are selected to attend USUHS.

Eligibility Criteria

Officers wishing to apply for LTHET must meet the following criteria. Officers who wish to apply for LTHET but do not meet these criteria may submit a waiver. The format for the waiver request is new this year and can be found at [Appendix A](#).

a. Career Status. Officer must be in a Voluntary Indefinite (VI) or Regular Army (RA) status (depending on years of Active Federal Service) NLT the LTHET board convening date. Officers who do not meet this requirement must submit a waiver request. If the waiver is approved, the officer must apply for and accept VI or RA status prior to the start of school.

b. Time in Service: Officers must have a minimum of 2 years time in service prior to applying for graduate education programs. The Army Nurse Corps Life Cycle Model (Active Army) indicates that the most appropriate time for officers to attend LTHET is at the company and field grade level between years six and sixteen.

c. Prior Service: Officers with more than 17 years AFS are not precluded from LTHET programs, however, they must apply for a waiver. Applicants with prior service must be able to complete the ADSO prior to reaching 20 years of AFS or accept RA. All applicants must be able to complete their education ADSO before their mandatory retirement date.

d. Active Duty Service Obligation: Officers must satisfy any previously incurred ADSO for civilian or military education prior to the start of LTHET, unless a waiver is granted. If a waiver is granted, the officer's previous ADSO is added to the incurred LTHET ADSO. Payback for an education ADSO cannot occur while an officer is in school. The LTHET ADSO and the remainder of the previously incurred ADSO will begin at graduation from LTHET. Education ADSOs cannot be served concurrently.

e. Promotion Status: Officers in a non-select promotion status are ineligible for graduate education programs. An officer who is selected for school and is later non-select for promotion will be removed from the school select list. Officers who are in school and then non-select for promotion (primary zone) may be removed from school.

f. Military Education:

1) All applicants must complete the AMEDD Captain's Career Course (ACCC), formerly the Officer Advanced Course (OAC), prior to starting LTHET. Officers who have not completed ACCC prior to the LTHET application deadline must request a waiver stating his/her status in reference to completion of ACCC Phases 1 and 2 completion dates and the plan for completing ACCC.

2) Majors who apply for LTHET must complete Command and General Staff College (CGSC)/Intermediate Level Education (ILE) before their program start date. Applicants who have not completed CGSC/ILE before the application deadline must request a waiver stating his/her status in reference to CGSC/ILE completion and the plan for completing CGSC/ILE.

3) Waiver requests for military education should be brief and state: 1) your current status in reference to completing ACCC or CGSC/ILE and 2) your anticipated completion date of the named MEL course(s). The Chief Nurse must initial the waiver request, which indicates their understanding that you must complete ACCC phase 2 or CGSC/ILE prior to the start of school.

g. Time on Station: Officers in a CONUS assignment should have at least 24 months time on station prior to the date required to PCS to LTHET. Officers in OCONUS assignments should complete their overseas tour before entry into LTHET (36 months for Europe, Hawaii and Alaska; 12 months for unaccompanied Korea tours; 24 months for command sponsored Korea tours)

h. Additional eligibility criteria for anesthesia applicants:

1) All applicants to the U.S. Army Graduate Program in Anesthesia Nursing must meet audiometric hearing H1 standards for enlistment/appointment as described in AR 40-501. Specifically, the audiometric hearing threshold level for each ear must be no more than 25 dB at 500, 1000, 2000 Hz with no individual level greater than 30 dB. Additionally, that at 4000 Hz the audiometric hearing threshold level must not be over 45 dB. Waivers for anesthesia hearing standards must be reviewed by both an audiologist and the Chief, Anesthesia/Chief, Nursing Anesthesia to determine if available hearing assistance devices will enable the applicant to practice as a nurse anesthetist.

2) Best qualified applicants possess clinical experience in critical care. Highly qualified applicants selected without critical care experience will be managed on a case-by-case basis **to ensure they obtain clinical experience in selected critical care competencies** including electrocardiograph monitoring; dysrhythmia recognition; hemodynamic monitoring; and arterial blood gas interpretation. Advanced Cardiac Life Support certification is highly encouraged but does not substitute for bedside clinical experience in critical care. Applicants must provide a statement of how they plan to prepare and obtain the critical care competencies. Applicants who have critical care experience within the last five years but do not carry the 8A skill identifier must submit proof of competency in critical care nursing skills through the Pre-Enrollment Verification of Clinical Competencies checklist. The checklist can be found at [Appendix B](#). Applicants who do not have critical care experience should plan to spend at least three months in a critical care setting at a major medical center such as Brooke Army Medical Center or Walter Reed Army Medical Center.

i. Additional eligibility criteria for PhD applicants:

1) Applicants should have a master's degree in nursing from an accredited program recognized by the US Secretary of Education and acceptable to the Department of the Army. AN officers who have a non-nursing master's degree may apply if they hold a BSN from an accredited program and are accepted by a doctoral program that meets the needs of the ANC.

2) Applicants should hold the rank of Major or be on the current list for promotion to Major.

Application Documents

The following documents are common to all LTHET applications, regardless of program of study:

a. Application Checklist. A complete, signed checklist should accompany all applications. Program checklists follow as Appendices C through H.

b. DA 3838, Application for Professional Training: The DA 3838 is an administrative document that is required of all Army officers requesting training in short and long courses. Do not forget to sign the form. Instructions for completing the form can be found at [Appendix I](#).

c. Army Nurse Corps LTHET Application: **This is a new addition to the LTHET packet as of this year.** This form is designed to assist us in processing your LTHET packet. A copy of the form along with instructions for completing it can be found at [Appendix J](#).

d. Statement of Professional Goals. This memorandum provides you an opportunity to address the board to articulate your goals and objectives as well as your qualifications as an officer ready to pursue graduate studies. The statement of professional goals should be written in memorandum format in accordance with standards outlined in AR 25-50, Preparing and Managing Correspondence. Clearly state your primary and secondary request for graduate studies in the first paragraph. Paragraph two should address what makes you a qualified applicant. Do not restate information that is readily available to the board on your Officer Record Brief (ORB) or curriculum vitae (CV) such as a list of jobs and assignments. Address any issues that the board may have questions about such as low GRE scores or a low GPA in paragraph three. Identify short and long term goals in paragraph four. A sample letter to include the appropriate header information is included at [Appendix K](#).

e. Deputy Commander for Nursing (DCN) Letter of Recommendation:

1) **The format for this letter of recommendation is new this year and can be found at [Appendix L](#).** The DCN's letter of recommendation should highlight an officers' accomplishments, level of performance, potential for advancement, and clearly state the chief nurse's intent for the officer's selection. The narrative section of the letter should not repeat information available to the board from the applicant's ORB and OERS. The chief nurse must clearly state whether the officer is recommended or not recommended for graduate work.

2) This letter should be returned directly to AN Branch by the chief nurse. Letters may be faxed to 703-325-2392 or mailed to Commander, Human Resources Command, AHRC-OPH-AN (ATTN: MAJ Richardson), Room 9N47, 200 Stovall Street, Alexandria, VA 22332-0417. Scanned copies or letters signed electronically may be submitted via e-mail to suzanne.richardson@hoffman.army.mil.

3) FORSCOM/TOE nurses not assigned as Borrowed Military Manpower (BMM) to a TDA facility, ROTC and USAREC nurses must obtain a letter from the chief nurses of the ir respective organization. Do not submit letters from brigade commanders, battalion commanders or other third parties. FORSCOM/TOE nurses working in a fixed (TDA) facility should obtain their letter of recommendation from the TDA Chief Nurse.

4) Nurses who are or will be deployed at the time the LTHET application is due may obtain their letter of recommendation from their TOE Chief Nurse. However, officers are encouraged to coordinate with their TDA Chief Nurse regarding their LTHET application.

f. Curriculum Vitae: A sample format is included as [Appendix M](#).

g. Height/Weight/APFT statement: The Company Commander is responsible for producing the height/weight/APFT statement. (A Body Fat Percentage Worksheet must accompany the statement if you do not meet table height/weight screening standards). Use the format included as [Appendix N](#). Note: Nurses in command positions cannot sign their own height/weight/APFT statement. If you are currently serving as a company commander, you must have your commander sign this statement.

h. Photo: Review your on line photo at <https://isdrad15.hoffman.army.mil/dapmis/execute/ImageAcceptProlog> (or log on to AKO and select the DA Photo link at the right on your screen). This is the photo the board members will see during the board process. At a minimum, update your photo if it is greater than one year old or if you have had any major changes such as the addition of new awards or promotion.

i. Transcripts:

1) Review the Education and Training section of your OMPF on line (log on to AKO and select the OMPF: Official Military Personnel File link at to the right of your screen). Ensure your transcripts from all universities where a degree was conferred are available on line. If your transcripts are not available on line, contact your college or university and request to have an official copy sent directly to AN Branch at AHRC-OPH-AN (ATTN: MAJ Richardson), 200 Stovall Street, Alexandria, VA 22332. **This is a change from last year's guidelines. Transcripts need to arrive at AN Branch NLT 12 July in order to be processed in time for the board.** (Note: If you have submitted transcripts to AN Branch in the past to have them added to your OMPF, you may contact your PMO or MAJ Richardson to see if an official copy is already on file before requesting another official copy from your college or university.)

2) Transcripts from colleges or universities you attended but where a degree was not conferred are not added to your OMPF but need to be available to the LTHET board. If you attended a college or university for one or more classes but did not earn a degree from that college or university, contact that school and request to have an official copy of your transcripts sent directly to AN Branch at AHRC-OPH-AN (ATTN: MAJ Richardson), 200 Stovall Street, Alexandria, VA 22332. **This is a change from last year's guidelines. Transcripts need to arrive at AN Branch NLT 12 July in order to be processed in time for the board.** (Note: If you have submitted transcripts to AN Branch in the past, you may contact your PMO or MAJ Richardson to see if an official copy is already on file before requesting another official copy from your college or university.)

j. GRE.

1) All applicants must submit an official GRE score taken within 5 years of the LTHET board. GRE dates that meet this criteria are 2000-2005 for the 2006 academic year. Please note that as of October 2003, the Educational Testing Service (ETS) replaced the analytical test and replaced it with an analytical writing section. ETS grades the analytical writing section on a scale of 0 (low) to 6 (high).

2) The minimum acceptable GRE score for graduate studies vary depending on the program(s) being applied for. For example:

Program	Verbal	Quantitative	Analytical Writing	Analytical (old test)
Baylor	500	500	N/A	N/A
Ph.D.	500	500	3.5	500
MSN	400	400	3.0	400
CRNA	500	500	3.5	500

The minimum GRE scores for MSN applicants is 1200 (all three sections) on the old GRE exam (prior to OCT 2002) or 800 (verbal and quantitative section) on the new GRE exam.

Additionally, on the new GRE exam, a 3.0 or higher on the analytic writing section is preferred. If you scored less than 1200 on the old GRE exam or 800 on the new GRE exam, you are highly encouraged to retake the GREs. The recommended GRE score for CRNA and Ph.D. applicants is 1500 (all three sections) on the old GRE exam or 1000 (verbal and quantitative sections) on the new GRE exam. Additionally, on the new GRE exam, a 3.5 or high on the analytic writing section is preferred.

3) GRE Competitiveness: Remember, you're competing against your peers. Even though a GRE score of 1200/800 is considered competitive for graduate school selection, it may be less competitive for LTHET board selection. You are encouraged to prepare well for this test and re-test if needed to achieve a competitive score.

4) Have a copy of your GRE scores sent to Commander, HRC (Institution Code 5648, Nursing Code 0610).

Applicants applying to the Nursing Anesthesia program must also include the following documents:

a. Chief, Anesthesia Nursing Letter of Recommendation:

1) Applicants must be interviewed by an Anesthesia Nursing Phase II Director or the senior nurse anesthetist at their medical treatment facility. Phase II Directors are located at Walter Reed AMC, Washington, D.C.; Tripler AMC, Tripler, HI; William Beaumont AMC, El Paso, TX; Madigan AMC, Ft Lewis, WA; Dwight D. Eisenhower AMC, Ft Gordon, GA; Womack AMC, Ft. Bragg, NC; Brooke AMC, Ft Sam Houston, TX; and Darnall ACH, Ft Hood, TX. Applicants should take a copy of their GRE scores, transcripts, audiology examination results, ORB, last two OERs, and goals/objectives to the interview.

2) The purpose of the interview is to:

- Assess the applicant's clinical and academic preparation and potential for success in an anesthesia nursing program.
- Assess the prospective student's understanding of the role and functions of anesthesia nursing in the military.
- Advise the student on developing a plan to optimize preparation for graduate study.

3) A standard format for the Chief, Anesthesia Nursing letter of recommendation is included as [Appendix O](#).

4) This letter should be returned directly to AN Branch by the Chief, Anesthesia Nursing. Letters may be faxed to 703-325-2392 or mailed to Commander, Human Resources Command, AHRC-OPH-AN (ATTN: MAJ Richardson), Room 9N47, 200 Stovall Street, Alexandria, VA 22332-0417. Scanned copies or letters signed electronically may be submitted via e-mail to suzanne.richardson@hoffman.army.mil.

b. Prerequisite Courses. Applicants must show evidence of successful completion of undergraduate biochemistry or organic chemistry and statistics courses prior to the start of class. Biochemistry is preferred by UTHHSC; organic chemistry is preferred by USUHS. Statistics is not a requirement for the Nurse Anesthesia Program at USUHS but is highly encouraged.

c. School Acceptance. Applicants for Anesthesia Nursing must obtain acceptance by either the University of Texas Health Science Center, Houston or the Uniformed Services University of the Health Sciences (or both) **prior to** the LTHET board convening date. If the school does not accept the officer, then the officer's LTHET packet will not be presented to the LTHET board. The schools provide AN Branch with all applicants' acceptance status, so applicants are not required to submit additional documentation.

1) Application information for the University of Texas Health Science Center, Houston can be found at <http://registrar.uth.tmc.edu/admissions/appformslist.htm>.

2) Application information for the Uniformed Services University of the Health Sciences can be found at <http://cim.usuhs.mil/gsn>.

d. Audiometric Exam. Applicants must include documentation of a current audiometric exam with their application.

e. REMEMBER: Three separate application processes occur simultaneously: the UTHHSC application for the Army Program in Anesthesia Nursing, the USUHS Nurse Anesthesia Program application (optional), and the AN LTHET Selection board application.

Applicants applying to the Perioperative Nursing or Family Nurse Practitioner program

must: Obtain acceptance by the Uniformed Services University of the Health Sciences (depending on the requested program of study) **prior to** the LTHET board convening date. If the school does not accept the officer, then the officer's LTHET packet will not be presented to the LTHET board. The schools provide AN Branch with all applicants' acceptance status, so applicants are not required to submit additional documentation. Application information for the Uniformed Services University of the Health Sciences can be found at <http://cim.usuhs.mil/gsn/>.

Applicants applying to the Baylor program must obtain acceptance by the U.S. Army – Baylor University Graduate Program in Health Care Administration **prior to** the LTHET board convening date. If the school does not accept the officer, then the officer's LTHET packet will not be presented to the LTHET board. Application information for the U.S. Army – Baylor University Graduate Program in Health Care Administration can be found at <http://www.cs.amedd.army.mil/baylorhca/>.

Applicants applying for Ph.D. programs must also include the following documents:

a. Research Consultant Interview. Officers who apply for Ph.D. programs must interview with a Regional Research Consultant. (CRNAs applying for doctoral studies should interview with the program director at either the U.S. Army Program in Anesthesia at Fort Sam Houston or USUHS.) The interview may be done telephonically or in person. The standard format for the research consultant interview is included as [Appendix P](#). A list of the regional research consultants and the nurse anesthesia program directors is included as [Appendix Q](#). The Research Consult interview is designed to:

- 1) Assess the prospective student's perception of the role and function of the Ph.D. prepared AN officer.
- 2) Correct any misperceptions about the role and function of the Ph.D. prepared officer.
- 3) Counsel the prospective student about this career decision.

b. Writing sample: Ph.D. applicants must submit a writing sample. Published manuscripts in a refereed journal are preferred but not required.

Appendix A Waiver Application

Last Name:

First Name:

Rank: **SSN:** - -

Type of waiver required (select box or boxes next to waiver(s) required and complete additional information as needed for each waiver type):

☐ **Career Status** (I do / do not agree (circle one) to apply for and accept VI / RA (circle one) prior to the start of school.)

☐ **Time in Service**
• Number of months time in service as of July 2005:

☐ **Prior Service**
• Number of years/months active federal service as of July 2005:

☐ **Active Duty Service Obligation (ADSO)**
• Number of months remaining on ADSO at start of school:

☐ **AMEDD Captain's Career Course** (I do / do not (circle one) agree to complete ACCC prior to the start of school)

- Date enrolled Phase I:
- Plan for completing Phase II:

☐ **CGSC/ILE**
• Date enrolled:
• Current status (% complete):
• Plan for completing CGSC/ILE:

☐ **Time on Station**
• Number of months time on station at the time of PCS for school:
• If stationed in Korea, did you accept AIP?
? Yes ? No

Appendix A Waiver Application

Last Name:

First Name:

Rank:

SSN:

☐ **Hearing** (Anesthesia Nursing Applicants Only)

- Are hearing assistance devices available to allow applicant to perform nurse anesthetist duties?

? Yes ? No

- Name of audiologist reviewing audiometric test results:

Signature, Audiologist

- Name of Chief, Anesthesia reviewing audiometric test results:

Signature, Chief Anesthesia

☐ **Critical Care Experience** (Anesthesia Candidates only)

? I have critical care experience within the last five years but do not carry the 8A identifier. A Critical Care Competency Checklist is attached.

? I am not an 8A and do not have critical care experience within the last 5 years. My plan to obtain critical care experience is:

? I am assigned to a medical center and plan to work in the ICU at my current duty station from

_____ to _____

I understand that I must submit a copy of my completed critical care competency checklist to my selected university's nurse anesthesia program director on the first day of orientation. (Note: your planned time frame should be at least three months in duration.)

? I plan to work in the ICU at _____ from

_____ to _____

I understand that I must submit a copy of my completed critical care competency checklist to my selected university's nurse anesthesia program director on the first day of orientation. (Note: your planned time frame should be at least three months in duration.)

☐ **Rank** (Ph.D. candidates only)

Concur/Non-Concur:

Chief Nurse Signature

Applicant's Signature

Appendix B

Pre-Enrollment Verification of Clinical Competencies

TO BE COMPLETED BY THE INDIVIDUAL'S RN CLINICAL SUPERVISOR: The individual named below has demonstrated the knowledge and ability to perform the following nursing activities in the bedside care of critically ill patients and has performed each at least once in the preceding two years. The remainder of the competencies may be evaluated by either observation of direct patient care, return demonstration in a skills lab, or case study analysis.

NAME:	RANK:	AOC:	COMPO: USA ARNG USAR
ACTIVITY	INITIALS	DATE	
<i>CARDIOVASCULAR/HEMODYNAMIC:</i>			
1. Able to provide immediate and continual assessment and intervention to stabilize and manage patients with:			
a. Cardiogenic, hypovolemic and septic shock.			
b. Actual or potential life-threatening cardiac dysrhythmias (ventricular tachycardia, ventricular fibrillation, asystole, and complete heart block).			
2. Able to troubleshoot and manage the care of patients requiring the following devices/ interventions:			
a. Continuous EKG monitoring.			
b. Cardiac pacemaker (external, transvenous or permanent).			
c. Invasive arterial pressure monitoring.			
d. Central venous pressure monitoring.			
e. Pulmonary artery pressure monitoring and cardiac output determination.			
f. Fluid resuscitation			
3. Able to describe the indications, expected effects, side effects/adverse effects and demonstrate appropriate administration of the following:			
a. Inotropics (for example, Dopamine and Dobutamine).			
b. Vasodilators (for example, Nitroglycerine and Nitroprusside).			
c. Vasopressors (for example, Levophed or Neosynephrine).			
d. Antiarrhythmics (for example, Lidocaine or Procainamide).			
e. Advanced cardiac Life Support Drugs.			
SIGNATURE:		DATE:	

(Adapted from 8A Competency Checklist)

Appendix C

Anesthesia Nursing Checklist

Step	Action Required	Suspense	Date Completed
1.	Meet with your Head Nurse/OIC to discuss your career plans, desire to apply for LTHET and plans to meet with Chief Nurse and Hospital Education.		
2.	Meet with your Hospital Education Officer. Discuss: <ul style="list-style-type: none"> <input type="checkbox"/> Career status <input type="checkbox"/> Time in Service <input type="checkbox"/> ADSO <input type="checkbox"/> Promotion status <input type="checkbox"/> Military education <input type="checkbox"/> Physical fitness <input type="checkbox"/> Any waivers required <input type="checkbox"/> DA photo <input type="checkbox"/> Review OMPF <input type="checkbox"/> GREs <input type="checkbox"/> Applications to UT/USUHS <input type="checkbox"/> Set suspense dates for each required action. 		
3.	Make an appointment with your Chief Nurse to discuss career plans and desire to apply for LTHET. (Chief Nurse will submit letter of recommendation directly to HRC.)		
4.	Contact your AN Branch Personnel Management Officer (PMO). Discuss: <ul style="list-style-type: none"> <input type="checkbox"/> Career plans <input type="checkbox"/> Time on station <input type="checkbox"/> Eligibility for LTHET <input type="checkbox"/> Transcripts – (ensure they are on OMPF or on file in hard copy) 		
5.	Complete GRE. Have copies sent to Commander, HRC (Institution Code 5648, Nursing Code 0610); UT Houston and USUHS. (Official copies must reach USUHS NLT 1 July 05 , AN Branch NLT 12 July 05, and UT NLT 19 Aug 05.)		
6.	Contact school(s) to request transcripts for any schools attended where transcripts are not currently on file/on OMPF. Have official copy sent directly to AN Branch. Transcripts must arrive at AN Branch NLT 12 July 05.		
7.	Make an appointment with your Chief Nurse Anesthetist or Phase II Nursing Anesthesia Director. Take transcripts, GRE score, audiology examination results, ORB, personal goals and objectives and last 2 OERs with you to appointment. (Letter will be sent directly to AN Branch.)		
8.	Complete and file any required waiver requests		
9.	Review OMPF. Fax any missing documents to HRC per the directions on the website. Recommend you complete this step early as it takes some time to have documents added to your OMPF.		
10.	Make appointment for updated DA photo		
11.	Update ORB.		
12.	Apply to UT Houston. (Application due at UT Houston NLT 19 Aug 05)		
13.	Apply to USUHS (optional).		
14.	Mail the following application documents to AN Branch. (Commander, HRC; AHRC-OPH-AN (ATTN: MAJ Richardson); 200 Stovall Street, Alexandria, VA 22332-0417 <ul style="list-style-type: none"> <input type="checkbox"/> Completed Checklist (Signed by Hospital Educator/Chief Nurse) <input type="checkbox"/> DA 3838 <input type="checkbox"/> LTHET application <input type="checkbox"/> Statement of goals and objectives <input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Height/Weight/APFT statement <input type="checkbox"/> Audiometric examination results <input type="checkbox"/> Critical care competency checklist (only needed if you have ICU experience but are not a critical care nurse) <input type="checkbox"/> Documentation 50% complete CGSC (if applicable) 		

I have reviewed this applicant's LTHET packet to ensure it is accurate and complete.

Printed Name, Rank, Title/Signature

Appendix D

Baylor Healthcare Administration Checklist

Step	Action Required	Suspense	Date Completed
1.	Meet with your Head Nurse/OIC to discuss your career plans, desire to apply for LTHET and plans to meet with Chief Nurse and Hospital Education.		
2.	Meet with your Hospital Education Officer. Discuss: <ul style="list-style-type: none"> <input type="checkbox"/> Career status <input type="checkbox"/> Time in Service <input type="checkbox"/> ADSO <input type="checkbox"/> Promotion status <input type="checkbox"/> Military education <input type="checkbox"/> Physical fitness <input type="checkbox"/> Any waivers required <input type="checkbox"/> DA photo <input type="checkbox"/> Review OMPF <input type="checkbox"/> GREs <input type="checkbox"/> Application to Baylor <input type="checkbox"/> Set suspense dates for each required action. 		
3.	Make an appointment with your Chief Nurse to discuss career plans and desire to apply for LTHET. (Chief Nurse will submit letter of recommendation directly to HRC.)		
4.	Contact your AN Branch Personnel Management Officer (PMO). Discuss: <ul style="list-style-type: none"> <input type="checkbox"/> Career plans <input type="checkbox"/> Time on station <input type="checkbox"/> Eligibility for LTHET <input type="checkbox"/> Transcripts – (ensure they are on OMPF or on file in hard copy) 		
5.	Complete GRE. Have copies sent to Commander, HRC (Institution Code 5648, Nursing Code 0610); Baylor (Official copies must reach AN Branch NLT 12 July 05.)		
6.	Contact school(s) to request transcripts for any schools attended where transcripts are not currently on file/on OMPF. Have official copy sent directly to AN Branch. Transcripts must arrive at AN Branch NLT 12 July 05.		
7.	Apply to Baylor program.		
8.	Complete and file any required waiver requests.		
9.	Review OMPF. Fax any missing documents to HRC per the directions on the website. Recommend you complete this step early as it takes some time to have documents added to your OMPF.		
10.	Make appointment for updated DA photo.		
11.	Update ORB.		
12.	Mail the following application documents to AN Branch. (Commander, HRC; AHRC-OPH-AN (ATTN: MAJ Richardson); 200 Stovall Street, Alexandria, VA 22332-0417) <ul style="list-style-type: none"> <input type="checkbox"/> Completed Checklist (Signed by Hospital Educator/Chief Nurse) <input type="checkbox"/> DA 3838 <input type="checkbox"/> LTHET application <input type="checkbox"/> Statement of goals and objectives <input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Height/Weight/APFT statement <input type="checkbox"/> Documentation 50% complete CGSC (if applicable) 		

I have reviewed this applicant's LTHET packet to ensure it is accurate and complete.

Printed Name, Rank, Title/Signature

Appendix E

Family Nurse Practitioner Checklist

Step	Action Required	Suspense	Date Completed
1.	Meet with your Head Nurse/OIC to discuss your career plans, desire to apply for LTHET and plans to meet with Chief Nurse and Hospital Education.		
2.	Meet with your Hospital Education Officer. Discuss: <ul style="list-style-type: none"> <input type="checkbox"/> Career status <input type="checkbox"/> Time in Service <input type="checkbox"/> ADSO <input type="checkbox"/> Promotion status <input type="checkbox"/> Military education <input type="checkbox"/> Physical fitness <input type="checkbox"/> Any waivers required <input type="checkbox"/> DA photo <input type="checkbox"/> Review OMPF <input type="checkbox"/> GREs <input type="checkbox"/> Application to USUHS <input type="checkbox"/> Set suspense dates for each required action. 		
3.	Make an appointment with your Chief Nurse to discuss career plans and desire to apply for LTHET. (Chief Nurse will submit letter of recommendation directly to HRC.)		
4.	Contact your AN Branch Personnel Management Officer (PMO). Discuss: <ul style="list-style-type: none"> <input type="checkbox"/> Career plans <input type="checkbox"/> Time on station <input type="checkbox"/> Eligibility for LTHET <input type="checkbox"/> Transcripts – (ensure they are on OMPF or on file in hard copy) 		
5.	Complete GRE. Have copies sent to Commander, HRC (Institution Code 5648, Nursing Code 0610); and USUHS. (Official copies must reach AN Branch NLT 12 July 05.)		
6.	Contact school(s) to request transcripts for any schools attended where transcripts are not currently on file/on OMPF. Have official copy sent directly to AN Branch. Transcripts must arrive at AN Branch NLT 12 July 05.		
7.	Complete and file any required waiver requests.		
8.	Apply to USUHS Family Nurse Practitioner program.		
9.	Make appointment for updated DA photo.		
10.	Update ORB.		
11.	Review OMPF. Fax any missing documents to HRC per the directions on the website. Recommend you complete this step early as it takes some time to have documents added to your OMPF.		
12.	Mail the following application documents to AN Branch. (Commander, HRC; AHRC-OPH-AN (ATTN: MAJ Richardson); 200 Stovall Street, Alexandria, VA 22332-0417) <ul style="list-style-type: none"> <input type="checkbox"/> Completed Checklist (Signed by Hospital Educator/Chief Nurse) <input type="checkbox"/> DA 3838 <input type="checkbox"/> LTHET application <input type="checkbox"/> Statement of goals and objectives <input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Height/Weight/APFT statement <input type="checkbox"/> Documentation 50% complete CGSC (if applicable) 		

I have reviewed this applicant's LTHET packet to ensure it is accurate and complete.

Printed Name, Rank, Title/Signature

Appendix F MSN Checklist

Step	Action Required	Suspense	Date Completed
1.	Meet with your Head Nurse/OIC to discuss your career plans, desire to apply for LTHET and plans to meet with Chief Nurse and Hospital Education.		
2.	Meet with your Hospital Education Officer. Discuss: <ul style="list-style-type: none"> <input type="checkbox"/> Career status <input type="checkbox"/> Time in Service <input type="checkbox"/> ADSO <input type="checkbox"/> Promotion status <input type="checkbox"/> Military education <input type="checkbox"/> Physical fitness <input type="checkbox"/> Any waivers required <input type="checkbox"/> DA photo <input type="checkbox"/> Review OMPF <input type="checkbox"/> GREs <input type="checkbox"/> Program of study and applications to colleges/universities <input type="checkbox"/> Set suspense dates for each required action. 		
3.	Make an appointment with your Chief Nurse to discuss career plans and desire to apply for LTHET. (Chief Nurse will submit letter of recommendation directly to HRC.)		
4.	Contact your AN Branch Personnel Management Officer (PMO). Discuss: <ul style="list-style-type: none"> <input type="checkbox"/> Career plans <input type="checkbox"/> Time on station <input type="checkbox"/> Eligibility for LTHET <input type="checkbox"/> Transcripts – (ensure they are on OMPF or on file in hard copy) 		
5.	Complete GRE. Have copies sent to Commander, HRC (Institution Code 5648, Nursing Code 0610); potential schools you wish to apply to. (Official copies must reach AN Branch NLT 12 July 05).		
6.	Contact school(s) to request transcripts for any schools attended where transcripts are not currently on file/on OMPF. Have official copy sent directly to AN Branch. Transcripts must arrive at AN Branch NLT 12 July 05.		
7.	Complete and file any required waiver requests.		
8.	Review OMPF. Fax any missing documents to HRC per the directions on the website. Recommend you complete this step early as it takes some time to have documents added to your OMPF.		
9.	Make appointment for updated DA photo.		
10.	Update ORB.		
11.	Mail the following application documents to AN Branch. (Commander, HRC; AHRC-OPH-AN (ATTN: MAJ Richardson); 200 Stovall Street, Alexandria, VA 22332-0417) <ul style="list-style-type: none"> <input type="checkbox"/> Completed Checklist (Signed by Hospital Educator/Chief Nurse) <input type="checkbox"/> DA 3838 <input type="checkbox"/> LTHET application <input type="checkbox"/> Statement of goals and objectives <input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Height/Weight/APFT statement <input type="checkbox"/> Documentation 50% complete CGSC (if applicable) 		

I have reviewed this applicant's LTHET packet to ensure it is accurate and complete.

Printed Name, Rank, Title/Signature

Appendix G

Perioperative Nursing Checklist

Step	Action Required	Suspense	Date Completed
1.	Meet with your Head Nurse/OIC to discuss your career plans, desire to apply for LTHET and plans to meet with Chief Nurse and Hospital Education.		
2.	Meet with your Hospital Education Officer. Discuss: <ul style="list-style-type: none"> <input type="checkbox"/> Career status <input type="checkbox"/> Time in Service <input type="checkbox"/> ADSO <input type="checkbox"/> Promotion status <input type="checkbox"/> Military education <input type="checkbox"/> Physical fitness <input type="checkbox"/> Any waivers required <input type="checkbox"/> DA photo <input type="checkbox"/> Review OMPF <input type="checkbox"/> GREs <input type="checkbox"/> Application to USUHS <input type="checkbox"/> Set suspense dates for each required action 		
3.	Make an appointment with your Chief Nurse to discuss career plans and desire to apply for LTHET. (Chief Nurse will submit letter of recommendation directly to HRC.)		
4.	Contact your AN Branch Personnel Management Officer (PMO). Discuss: <ul style="list-style-type: none"> <input type="checkbox"/> Career plans <input type="checkbox"/> Time on station <input type="checkbox"/> Eligibility for LTHET <input type="checkbox"/> Transcripts – (ensure they are on OMPF or on file in hard copy) 		
5.	Complete GRE. Have copies sent to Commander, HRC (Institution Code 5648, Nursing Code 0610); and USUHS. (Official copies must reach AN Branch NLT 12 July 05).		
6.	Contact school(s) to request transcripts for any schools attended where transcripts are not currently on file/on OMPF. Have official copy sent directly to AN Branch. Transcripts must arrive at AN Branch NLT 12 July 05.		
7.	Complete and file any required waiver requests.		
8.	Apply to USUHS Perioperative program		
9.	Make appointment for updated DA photo.		
10.	Update ORB.		
11.	Review OMPF. Fax any missing documents to HRC per the directions on the website. Recommend you complete this step early as it takes some time to have documents added to your OMPF.		
12.	Mail the following application documents to AN Branch. (Commander, HRC; AHRC-OPH-AN (ATTN: MAJ Richardson); 200 Stovall Street, Alexandria, VA 22332-0417) <ul style="list-style-type: none"> <input type="checkbox"/> Completed Checklist (Signed by Hospital Educator/Chief Nurse) <input type="checkbox"/> DA 3838 <input type="checkbox"/> LTHET application <input type="checkbox"/> Statement of goals and objectives <input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Height/Weight/APFT statement <input type="checkbox"/> Documentation 50% complete CGSC (if applicable) 		

I have reviewed this applicant's LTHET packet to ensure it is accurate and complete.

Printed Name, Rank, Title/Signature

Appendix H Ph.D. Checklist

Step	Action Required	Suspense	Date Completed
1.	Meet with your Head Nurse/OIC to discuss your career plans, desire to apply for LTHET and plans to meet with Chief Nurse and Hospital Education.		
2.	Meet with your Hospital Education Officer. Discuss: <ul style="list-style-type: none"> <input type="checkbox"/> Career status <input type="checkbox"/> Time in Service <input type="checkbox"/> ADSO <input type="checkbox"/> Promotion status <input type="checkbox"/> Military education <input type="checkbox"/> Physical fitness <input type="checkbox"/> Any waivers required <input type="checkbox"/> DA photo <input type="checkbox"/> Review OMPF <input type="checkbox"/> GREs <input type="checkbox"/> Application(s) to USUHS/other colleges/universities <input type="checkbox"/> Set suspense dates for each required action 		
3.	Make an appointment with your Chief Nurse to discuss career plans and desire to apply for LTHET. (Chief Nurse will submit letter of recommendation directly to HRC.)		
4.	Contact your AN Branch Personnel Management Officer (PMO). Discuss: <ul style="list-style-type: none"> <input type="checkbox"/> Career plans <input type="checkbox"/> Time on station <input type="checkbox"/> Eligibility for LTHET <input type="checkbox"/> Transcripts – (ensure they are on OMPF or on file in hard copy) 		
5.	Complete GRE. Have copies sent to Commander, HRC (Institution Code 5648, Nursing Code 0610); any schools you are applying to and USUHS (optional) (Official copies must reach AN Branch NLT 12 July 05).		
6.	Contact school(s) to request transcripts for any schools attended where transcripts are not currently on file/on OMPF. Have official copy sent directly to AN Branch. Transcripts must arrive at AN Branch NLT 12 July 05.		
7.	Make an appointment with your region's nursing research consultant or a director of a nurse anesthesia program to discuss career plans and desire to apply for LTHET. (Letter of recommendation will be submitted directly to HRC.)		
8.	Complete and file any required waiver requests.		
9.	Review OMPF. Fax any missing documents to HRC per the directions on the website. Recommend you complete this step early as it takes some time to have documents added to your OMPF.		
10.	Make appointment for updated DA photo.		
11.	Update ORB.		
12.	Apply to USUHS (optional).		
13.	Mail the following application documents to AN Branch. (Commander, HRC; AHRC-OPH-AN (ATTN: MAJ Richardson); 200 Stovall Street, Alexandria, VA 22332-0417) <ul style="list-style-type: none"> <input type="checkbox"/> Completed Checklist (Signed by Hospital Educator/Chief Nurse) <input type="checkbox"/> DA 3838 <input type="checkbox"/> LTHET application <input type="checkbox"/> Statement of goals and objectives <input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Height/Weight/APFT statement <input type="checkbox"/> Writing Sample <input type="checkbox"/> Documentation 50% complete CGSC (if applicable) 		

I have reviewed this applicant's LTHET packet to ensure it is accurate and complete.

Printed Name, Rank, Title/Signature

Appendix I
Instructions for Completing DA Form 3838, Application for Professional Training

To: Commander, Human Resources Command
AHRC-OPH-AN, Room 9N47
200 Stovall Street
Alexandria, VA 22332-0417

From: Commander
Use your local unit address

- Block 1:** If FNP or Perioperative, check “Federal Facility” then “Other”
If Anesthesia, check “Federal Facility” then “AMEDD”
If Baylor, check “Federal Facility” then “AMEDD”
If Ph.D. or MSN at a civilian institution, check “Civilian Institution”
If Ph.D. at USUHS, check “Federal Facility” then “Other”
- Block 2:** Check “Long Course” then “Degree”
- Block 3:** Last Name, First Name, Middle Initial
- Block 4:** Your current grade.
- Block 5:** Your primary AOC
- Block 6:** AN
- Block 7:** Your SSN
- Block 8:** Type Secret, Top Secret, etc. as applicable.
- Block 9:** Type in your local unit address again (should be the same as the “From” block)
- Block 10:** Type your unit’s Unit Identification Code (your personnel shop will know this)
- Block 11:** List your current duty title
- Block 12:** List your office and home phone numbers
- Block 13:** List your first choice in intended area of study (i.e., anesthesia, perioperative CNS, critical care CNS). Do not attach a copy of the college brochure
- Block 14:** Type LTHET
- Block 15:** Type “Fall 2006”
- Block 16:** If FNP or Perioperative, type June 2008
If Anesthesia, type December 2008
If Baylor, check June 2008
If Ph.D., leave blank or call MAJ Richardson
If MSN at civilian institution, type Spring 2008
- Block 18:** Check appropriate category of service (If OBV, must submit waiver request)
- Block 19:** Check any/all appropriate blocks as applicable or check “None”
- Block 20:** Leave blank
- Block 21:** Leave blank
- Block 22:** Leave blank
- Block 23:** Leave blank
- Block 24:** Leave blank
- Block 25:** Leave blank
- Block 26:** Leave blank
- Block 27:** Leave blank
- Block 28:** Day, month, year
- Block 29:** List number of months active federal service (you can find this on your ORB)
- Block 30:** List dates of active federal service

Appendix I
Instructions for Completing DA Form 3838, Application for Professional Training

- Block 31:** Type AN
Block 32: Check applicable box
Block 33: List state of legal residence
Block 34: Leave blank
Block 35: Check No
Block 36: Check No
Block 37: Check No
Block 38: Check No
Block 39: Check No
Block 40: Check No
Block 41: For Master's programs, list school and address where you attained your BSN
For Ph.D. programs, list school and address where you attained your master's degree
Block 42: List BSN, MSN, or appropriate master's degree type
Block 43: For Master's programs, type Nursing
For Ph.D. programs, list master's major
Block 44: List date graduated from BSN/master's program as applicable
Block 45: Leave blank
Block 46: Leave blank
Block 47: Leave blank
Block 48: Leave blank
Block 49: Leave blank
Block 50: Leave blank
Block 51: Leave blank
Block 52: Leave blank
Block 53: Leave blank
Block 54: Leave blank
Block 55: READ CAREFULLY: Check applicable boxes at bottom. If you are already RA or VI, check "Not Applicable"
Block 56: READ CAREFULLY.
Block 57: Sign
Block 58: Chief Nurse checks "I recommend approval" or "I do not recommend approval"
Block 59: Chief Nurse dates
Block 60: Type in Name, Grade, Branch and Title of Chief Nurse
Block 61: Chief Nurse signs

Appendix J
Application for Long Term Health Education and Training

Name:

Last, First, Middle Initial

SSN:

1. Current Mailing Address (if different from your ORB):

Street

City

State

Zip

2. Please indicate the clinical track to which you are applying:

☐ Anesthesia (Identify program preference)

☐ University of Texas Health Science Center, Houston (AMEDD C&S)

☐ Uniformed Services University of the Health Sciences (Bethesda, MD)

(List, in order of preference, any other programs you wish to be considered for)

☐ Master of Science in Nursing (Select at least three and prioritize 1 – 3 in first column)

<input type="checkbox"/>	Critical Care CNS (Must be 66H8A)
<input type="checkbox"/>	Emergency/Trauma CNS (Must be 66HM5)
<input type="checkbox"/>	Maternal/Child CNS (Must be 66G)
<input type="checkbox"/>	Medical-Surgical CNS (Must be 66H)
<input type="checkbox"/>	Nursing Administration <input type="checkbox"/> Check if also applied to Baylor
<input type="checkbox"/>	Nursing Informatics
<input type="checkbox"/>	Nursing Education
<input type="checkbox"/>	Psychiatric CNS (Must be 66C)
<input type="checkbox"/>	Midwifery (Must be 66G)
<input type="checkbox"/>	Community Health/Public Health (Must be 66B)

☐ Family Nurse Practitioner (List, in order of preference, any other programs you wish to be considered for)

Appendix J
Application for Long Term Health Education and Training

- ☐ Perioperative CNS (List, in order of preference, any other programs you wish to be considered for)

- ☐ Baylor Healthcare Administration (List, in order of preference, any other programs you wish to be considered for)

- ☐ Ph.D. in Nursing (Identify program preference)
- ☐ Uniformed Services University of the Health Sciences (Bethesda, MD)
 - ☐ Civilian Ph.D. program
- ☐ Ph.D. in Sciences (CRNAs only) (Identify program preference)
- ☐ Uniformed Services University of the Health Sciences (Bethesda, MD)
 - ☐ Civilian Ph.D. program

Appendix J
Application for Long Term Health Education and Training

Name:

Last, First, Middle Initial

3. List all colleges and universities attended (attach separate sheet if necessary)

a. Institution Name:

Institution Location:

Dates Attended: From

To

Degree:

Subject of Study:

Transcripts on file at AN Branch? ☐ Yes ☐ No

b. Institution Name:

Institution Location:

Dates Attended: From

To

Degree:

Subject of Study:

Transcripts on file at AN Branch? ☐ Yes ☐ No

c. Institution Name:

Institution Location:

Dates Attended: From

To

Degree:

Subject of Study:

Transcripts on file at AN Branch? ☐ Yes ☐ No

d. Institution Name:

Institution Location:

Dates Attended: From

To

Degree:

Subject of Study:

Transcripts on file at AN Branch? ☐ Yes ☐ No

Appendix J
Application for Long Term Health Education and Training

Name:

Last, First, Middle Initial

4. List all courses in progress or planned prior to school enrollment (use separate page if necessary):

Term	Year	Course Title	Name and Location of School

5. If you have applied for LTHET in prior years, please list the dates you applied and requested program of study:

Date	Requested Program of Study	Were You Accepted for LTHET?

6. Indicate the date you took (or will take) the GRE and list scores if available:

Date	Verbal Score	Quantitative Score	Analytical or Writing Score

7. If you are currently deployed or know you are going to deploy, please indicate the unit you are deployed with and the month and year you deployed/will deploy. (This data is for administrative purposes only to assist in processing your application and will not influence the decision of the board.)

Deployment Date	Unit

Appendix K
Sample Format for Statement of Goals and Objectives

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Appropriate Letterhead

OFFICE SYMBOL

DATE

MEMORANDUM FOR Chief, Army Nurse Corps Branch, Human Resources Command,
AHRC-OPH-AN, 200 Stovall Street, Room 9N47, Alexandria, VA 22332-0417

SUBJECT: Statement of Professional Goals and Objectives for Name, SSN

1. Reference AR 25-50, Preparing and Managing Correspondence to format your memorandum correctly. Limit the memorandum to one page in length with a font size no smaller than 11 point. A good way to start the first paragraph is “I request selection for Long Term Health Education and Training to obtain a Master’s Degree in _____. My second choice is _____.”
2. Use the second paragraph to identify your strengths as an officer and nurse. What makes you the ideal candidate for attendance in Long Term Health Education and Training?
3. Address any issues that the board may see in paragraph three. For example, if your undergraduate GPA is low, what graduate work have you done to demonstrate that you can manage a master’s program?
4. Address your short and long term goals in the fourth paragraph. What are your plans/desires immediately after graduation? What do you see yourself doing in five to ten years? How will you use your degree in reaching these goals? Be realistic and honest. For example, your goal to become the Chief, Army Nurse Corps may be honest but not necessarily realistic.

YOUR SIGNATURE BLOCK
RANK, AN
Your Title

Appendix L
Chief Nurse Letter of Recommendation

Name:

Last, First, Middle Initial

SSN:

Requested Program of Study:

The above named individual is requesting that you serve as a reference for his/her application to the Army Nurse Corps Long Term Health Education and Training Program. To assist the board in evaluating his/her application, please complete this form and return it to the address noted at the end of the form no later than 12 July 2005. All completed forms will be treated confidentially.

Please rank the applicant on the following:

	Exceptional	Above Average	Average	Below Average	No Information
Promotion Potential					
Professional Knowledge					
Desire, Will, Initiative, Discipline					
Emotional Maturity					
Critical Thinking Ability					
Skill with People, Coaching/Teaching					
Capacity for Independent Work					
Writing Ability					
Ability to Communicate Orally					
Intellectual Ability					
Leadership Ability					
Motivation to Complete Work					
Analytic Ability					
Potential for Success in Long Term Health Education and Training					
Potential for Career Success in AMEDD					

How would you rate the applicant on the following scale?

	Not recommended for long term health education and training
	Recommend for long term health education and training if space available
	Highly recommend for long term health education and training

Appendix L
Chief Nurse Letter of Recommendation

Name:

Last, First, Middle Initial

SSN:

Requested Program of Study:

Please use this space to provide any comments you think would assist the board in evaluating the candidate's application to long term health education and training.

Name:

Rank/Branch:

Title:

Return this form and your comments to: Commander, Human Resources Command

AHRC-OPH-AN (ATTN: MAJ Richardson)

Room 9N47

200 Stovall Street

Alexandria, VA 22332-0417

OR:

Fax to: 703-325-2392

OR:

Return a scanned copy or an electronically signed copy to: suzanne.richardson@hoffman.army.mil

Appendix M
Sample Format for Curriculum Vitae

NAME:

SSN:

CURRENT ADDRESS:

PHONE:

STATE LICENSURE: State, Year

AREA OF CLINICAL SPECIALTY: (AOC for military applicants)

GRADE: (Military applicants only)

CIVILIAN EDUCATION:

School	Location	Degree/Certificate	Year
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MILITARY EDUCATION:

Course	Location	Year
--------	----------	------

CERTIFICATION:

Certification	Year
---------------	------

WORK EXPERIENCE: (Military and Civilian)

Position	Area of Specialty/Unit	Location	Dates
----------	------------------------	----------	-------

TEACHING APPOINTMENTS:

Academic Rank	Course Title	Institution	Dates
---------------	--------------	-------------	-------

CONSULTANT EXPERIENCE:

Title	Topic	Location	Dates
-------	-------	----------	-------

AFFILIATIONS AND PROFESSIONAL ORGANIZATION MEMBERSHIP:

Organization Name	Position	Year
-------------------	----------	------

DECORATIONS AND AWARDS: (Military and Civilian)

Name of Award	Location	Year
---------------	----------	------

PUBLICATIONS:

Author, Title, Journal or Publisher, Year

PRESENTATIONS:

Title	Organization	Location	Year
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Appendix N
Height/Weight/APFT Statement

Name:

SSN:

1. Height: inches

2. Weight: pounds

3. Officer meets screening table height/weight requirements IAW AR 600-9:

☐ Yes

☐ No

4. Officer is in compliance with maximum allowable body fat standards IAW AR 600-9:

☐ Yes

☐ No

☐ Not Applicable, applicant meets table height/weight screening requirements

5. Date last APFT:

☐ Pass

☐ Fail

I validate that the information listed above is accurate and complete.

Signature

Rank/Branch

Title

Date

Appendix O
Chief, Nursing Anesthesia Letter of Recommendation

Name:

Last, First, Middle Initial

SSN:

Requested Program of Study:

The above named individual is requesting that you serve as a reference for his/her application to the Army Nurse Corps Long Term Health Education and Training Program. To assist the board in evaluating his/her application, please complete this form and return it to the address noted at the end of the form no later than 12 July 2005. All completed forms will be treated confidentially.

Please rank the applicant on the following:

	Exceptional	Above Average	Average	Below Average	No Information
Professional Knowledge					
Desire, Will, Initiative, Discipline					
Clinical Preparation for Anesthesia Nursing Program					
Academic Preparation for Anesthesia Nursing Program					
Potential for Success In Anesthesia Nursing Program					
Ability to Prepare for Graduate Study					
Understanding of Utilization to Include Deployability and ADSO					

How would you rate the applicant on the following scale?

	Not recommended for anesthesia nursing program
	Recommend for anesthesia nursing program if space available
	Highly recommend for anesthesia nursing program

Appendix O
Chief, Nursing Anesthesia Letter of Recommendation

Name:

Last, First, Middle Initial

SSN:

Requested Program of Study:

Please use this space to provide any comments you think would assist the board in evaluating the candidate's application to long term health education and training.

Name:

Rank/Branch:

Title:

Return this form and your comments to: Commander, Human Resources Command

AHRC-OPH-AN (ATTN: MAJ Richardson)

Room 9N47

200 Stovall Street

Alexandria, VA 22332-0417

OR:

Fax to: 703-325-2392

OR:

Return a scanned copy or an electronically signed copy to: suzanne.richardson@hoffman.army.mil

Appendix P
Nursing Research Consultant Letter of Recommendation

Name:

Last, First, Middle Initial

SSN:

Requested Program of Study:

The above named individual is requesting that you serve as a reference for his/her application to the Army Nurse Corps Long Term Health Education and Training Program. To assist the board in evaluating his/her application, please complete this form and return it to the address noted at the end of the form no later than 12 July 2005. All completed forms will be treated confidentially.

Please rank the applicant on the following:

	Exceptional	Above Average	Average	Below Average	No Information
Professional Knowledge					
Desire, Will, Initiative, Discipline					
Clinical Preparation for Doctoral Studies					
Academic Preparation for Doctoral Studies					
Potential for Success in a PhD Program					
Ability to Prepare for Graduate Study					
Understanding of Utilization to Include the Research or Education Mission and ADSO					

How would you rate the applicant on the following scale?

	Not recommended for PhD program
	Recommend for PhD program if space available
	Highly recommend for doctoral studies

Appendix P
Nursing Research Consultant Letter of Recommendation

Name:

Last, First, Middle Initial

SSN:

Requested Program of Study:

Please use this space to provide any comments you think would assist the board in evaluating the candidate's application to long term health education and training.

Name:

Rank/Branch:

Title:

Return this form and your comments to: Commander, Human Resources Command

AHRC-OPH-AN (ATTN: MAJ Richardson)

Room 9N47

200 Stovall Street

Alexandria, VA 22332-0417

OR:

Fax to: 703-325-2392

OR:

Return a scanned copy or an electronically signed copy to: suzanne.richardson@hoffman.army.mil

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Appendix Q

Nursing Research Consultants

North Atlantic Regional Medical Command, Southeast Regional Medical Command and Europe
Regional Medical Command
COL Michael Custer
Chief Nursing Research Services
Walter Reed Army Medical Center
MCHL-NRS
6900 Georgia Ave., N.W.
Washington, D.C. 20307-5000
DSN 662-7026 / Comm 202-782-7026
E-mail: michael.custer@us.army.mil

Western Regional Medical Command
Dr. Lori Loan
Chief, Nursing Research Service
Madigan Army Medical Center
ATTN: MCHJ-CN-NR
Tacoma, WA 98431-1100
DSN 782-2289 / Comm 253-968-2289
E-mail: lori.loan@nw.amedd.army.mil

Great Plains Regional Medical Command
COL Stacey Young-McCaughan
Chief, Nursing Research
Brooke Army Medical Center
MCHE-DN
Department of Nursing
3851 Roger Brooke Drive
Ft Sam Houston, TX 78234-6200
DSN 429-1891 / Comm 210-916-1891
E-mail: Stacey.Young-McCaughan@AMEDD.ARMY.MIL

Pacific Regional Medical Command
LTC Debra Mark
Chief, Nursing Research Service
Department of Nursing, MCHK-DN
Tripler Army Medical Center
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Honolulu, HI 96859-5000
808-433-2753 (Work)
808-433-3567 (Fax)
E-mail: debra.mark@haw.tamc.amedd.army.mil

Appendix Q

Nursing Research Consultants

Director, Nurse Anesthesia Program
The Uniformed Services University of the Health Sciences
LTC Bruce Schoneboom, Director, Nurse Anesthesia Program
Graduate School of Nursing
Room A1026
4301 Jones Bridge Road
Bethesda, MD 20814
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Director, Nurse Anesthesia Program
U.S. Army Graduate Program in Anesthesia Nursing
COL Norma Garrett
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